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19 MAR 1980

MEMORANDUM FOR: Executive Officer to the DDA
ATTENTION: Chief, Regulations Control Division, ISS
FROM: James H. McDonald
Director of Logistics
SUBJECT: Proposed Employee Bulletin - Energy
Conservation

1. It is requested that you approve for publication the attached employee bulletin. All Federal agencies located in GSA Region 3 have been asked to follow the conservation measures outlined in this employee bulletin.

2. Any questions regarding its content should be directed to the Plans and Programs Staff, Office of Logistics, extension

STAT

/s/ James H. McDonald

James H. McDonald

Att.

cc: EO/DDA

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EMPLOYEE
BULLETIN

EB No.

ENERGY CONSERVATION

1. The President's Standby Conservation Plan No. 2 requested all Federal agencies to assist in attaining a 5 percent reduction in energy consumption and to reduce gasoline consumption by government vehicles by 10 percent for the year ending March 31, 1980. According to nationwide records, Federal agencies are not yet meeting these goals.

2. Realizing that even the simplest actions to save energy can have significant effects, all employees are encouraged to take the following steps:

(a) Comply with building temperatures of 65°F during the winter and 78°F during the summer; dress accordingly.

(b) Turn off lights and equipment when they are not being used.

(c) Use carpools and vanpools to commute to work. Coordinate and consolidate trips to other agencies. Use conference calls in lieu of travel to meetings. Use the Agency shuttle bus service.

(d) Close curtains and blinds before leaving at night.

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(e) Most importantly, employees should foster a sense of "energy consciousness" among their coworkers so they will realize the significance of their efforts and will accept occasional personal discomfort and inconveniences as necessary to achieve a greater national goal.

DISTRIBUTION: All Employees (1-6)